

STILLWATER COUNTY

Job Description

CLASS TITLE: **GIS Coordinator**

DEPARTMENT: **Planning**

ACCOUNTABLE TO: **Economic Development / Planning**

PRIMARY OBJECTIVE OF POSITON: Under general direction, is responsible for the collecting, processing, and presenting relevant geographic and/or spatial data as necessary to support County work efforts in multiple departments. Work will include utilizing GIS software to create maps, reports, maps, and topographical data to support functions for the County Geographic Information Systems (GIS), Department of Emergency Services (DES), Fire Warden and Rural Addressing. Work entails extensive involvement with the State and Federal Government in coordinating GIS information in support of GIS activities. Work requires individual judgment within well identified standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Coordinate GIS program for the County including database design, development, deployment and map production for County departments
- Ability to communicate effectively orally and in writing required;
- Establish and maintain cooperative working relationships with department heads, employees, and the public
- Thoroughly carry out oral and written instructions;
- Must possess computer skills;
- Must possess the ability to exert some physical effort involving sitting, talking, hearing, limited lifting up to 50# (greater with assistance), must have the mobility to bend, stoop, kneel, climb, and walk;
- Hazards and discomforts are generally controllable;
- Traveling is necessary in the performance of the position and exposure to uncontrollable weather, cold, heat, rain, and dampness may be present;
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- GIS data collection, mapping of county infrastructure, including but not limited to planning, environmental health, roads, bridges, facilities, and other relevant infrastructure
- Maintain the GIS databases needed for the Next Generation 911 implementation
- Manage and renew GIS software accounts in conjunction with Department Head
- Creates maps, spreadsheets, graphs, charts and written reports as required to support GIS database
- Develop and recommend rural address standards and policies
- Coordinate all elements of rural addressing including address assignments and confirmation of changes of address

- Provide addressing data to Montana State Library, Google Maps, Department of Revenue, 911, and other relevant county departments
- Ability to migrate GIS database and information to on-line mapping
- Is responsible for assigned county equipment and vehicles (GPS equipment, computer hardware, computer software, assigned vehicle and other tools assigned to the project or projects);
- Updates Rural Addressing System and works with DES/911 to update E-9-1-1 data center; as well as Next Generation 911
- Assures that all records of the ICS training maintain standards for Grant eligibility;
- Performs other related duties as required or as assigned.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High school graduate or equivalent, supplemented by training or education in the field of GPS or GIS programs; PLUS
- Two (2) years of experience in working with Geographic Positioning Systems and Geographic Information Systems;
- Attend conferences, workshops, and training to gather information and receive instruction on new technology
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Demonstrated knowledge of current principles, practices, terminology and trends in Geographic Information Systems usage and land-based mapping theory
- Demonstrated basic knowledge of ArcGIS, ESRI, and Red Zone Software, as well as the State of Montana GIS mapping system;
- Uses the internet and production software to create reports, spreadsheets, maps, documents, bulletins, posters, and other types of promotional materials;
- Keeps County resources current in the ISUITE System;
- Performs such additional assignments as directed by the Department Supervisor.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 2/24/2021